United Nations ST/SGB/2009/2

Secretariat

1 January 2009

Secretary-General's bulletin

Senior Review Group

The Secretary-General, for the purposes of implementing staff rule 104.14 and the applicable procedures of the staff selection system, promulgates the following:

Section 1
Establishment

The Senior Review Group is a standing advisory body constituted to make recommendations to the Secretary-General on appointments and promotions to posts at the D-2 level.

Section 2
Composition

2.1 The Senior Review Group shall be composed of senior United Nations officials at the Under-Secretary-General and the Assistant Secretary-General levels. The Senior Review Group shall consist of one chairperson and eight members. The members shall be assisted by a secretary and an ex officio adviser for gender issues, who will not have the right to vote.

2.2 All members of the Senior Review Group, including the Chairperson, are appointed by the Secretary-General.

2.3 The Assistant Secretary-General for Human Resources Management shall serve as the Secretary of the Senior Review Group.

2.4 The Special Adviser on Gender Issues and Advancement of Women shall serve as the ex officio adviser for gender issues.

2.5 The Senior Review Group shall establish its own rules of procedure.

Section 3
Advertisement of posts at the D-2 level

Vacancy announcements shall be circulated for all vacant posts at the D-2 level except for vacant posts in the Executive Office of the Secretary-General and for special envoys. Recognizing the discretionary authority specifically accorded to the Secretary-General in the case of appointments to D-2 posts in the Executive Office

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of the Secretary-General and for special envoys, vacancy announcements will be circulated as deemed appropriate.

Section 4
Procedures for departmental recommendations for filling a post at the D-2 level

4.1 Heads of department/office shall submit to the Senior Review Group a shortlist normally containing three names of qualified and suitable candidates, including at least one female candidate. The shortlist will be prepared following interviews by an interdepartmental panel. In making such submission, due regard shall be given to candidates with diverse experience, including career mobility.

4.2 The submission to the Senior Review Group from the head of department/office shall be transmitted to the Chairperson of the Senior Review Group through the Secretary of the Senior Review Group and shall include a comprehensive evaluation of the shortlisted candidates justifying their qualifications and suitability for the post. The submission shall also include the personal history profile of the shortlisted candidates and statistics on staff at the D-1 and D-2 levels in the department or office, including information on nationality and gender.

Section 5
Functions of the Senior Review Group

5.1 The Senior Review Group shall review the proposal for filling a vacancy made by the department/office concerned to ensure that candidates were evaluated on the basis of the evaluation criteria specified in the vacancy announcement and that the applicable procedures were followed.

5.2 When the Senior Review Group has questions regarding the proper application of the evaluation criteria or the applicable procedures, it shall request the necessary information from the head of department/office or the Office of Human Resources Management.

5.3 When the Senior Review Group has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall complete its review of the submission and provide recommendations to the Secretary-General for a final decision.

Section 6
Final provisions

6.1 The present bulletin shall enter into force on 1 January 2009.

6.2 Secretary-General's bulletins ST/SGB/2005/4 of 28 February 2005 and ST/SGB/2008/10 of 1 July 2008 are hereby abolished.

(*Signed*) **Ban** Ki-moon
Secretary-General

United Nations ST/SGB/2009/3

Secretariat

1 March 2009

Secretary-General's bulletin

Organization of the United Nations Office at Nairobi

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by Secretary-General's bulletin ST/SGB/2002/11, and for the purpose of establishing the organizational structure of the United Nations Office at Nairobi,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, as amended by Secretary-General's bulletin ST/SGB/2002/11, ST/SGB/2006/13, entitled "Organization of the secretariat of the United Nations Environment Programme", and ST/SGB/2002/14, entitled "Organization of the secretariat of the United Nations Human Settlements Programme (UN-Habitat)".

Section 2
Functions and organization

2.1 The United Nations Office at Nairobi serves as the representative office of the Secretary-General in Nairobi and performs representation and liaison functions with permanent missions, the host-country and other Governments, and intergovernmental and non-governmental organizations in Nairobi, as well as other organizations of the United Nations system in Kenya; facilitates cooperation between the United Nations and regional organizations; provides administrative and other support services to the United Nations Environment Programme (UNEP) and the United Nations Human Settlements Programme (UN-Habitat); provides joint and common services to other organizations of the United Nations system in Kenya, as applicable; and manages and implements the programmes of administration, conference services and public information and provides security and safety services for United Nations staff and facilities in the United Nations Office at Nairobi.

[1] The United Nations Office at Nairobi was established on 1 January 1996 as the successor to the two separate divisions of administration of the United Nations Environment Programme and the United Nations Human Settlements Programme (UN-Habitat) as well as the United Nations Common Services Unit at Nairobi.

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2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by a Director-General, at the Under-Secretary-General level, designated by the Secretary-General from among the heads of United Nations programmes headquartered at the duty station, namely, UNEP and UN-Habitat. The Director-General and the officials in charge of each organizational unit perform, in addition to the specific functions set out in the present bulletin, the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by Secretary-General's bulletin ST/SGB/2002/11.

Section 3
Director-General

3.1 The Director-General is accountable to the Secretary-General.

3.2 The Director-General is responsible for all activities of the United Nations Office at Nairobi; represents the Secretary-General in relations with permanent missions and regional organizations, and acts as the main interlocutor with the authorities of the host country in all matters relating to the functioning of the offices of the United Nations and its separately administered organs and programmes in the host country; cooperates with other organizations of the United Nations system, as well as with other intergovernmental and non-governmental organizations in the region; as required, provides the Secretary-General with advice and support on a broad range of political, socio-economic and development issues in the region and undertakes related special and representation assignments; and provides executive direction and management to the programmes of administration, conference services and other support and common services, as well as United Nations public information activities in the host country. The Director-General serves as the Designated Official for the security and safety of the United Nations system in Kenya.

3.3 In the absence of the Director-General, the most senior official present in Nairobi will act as Officer-in-Charge.

Section 4
Office of the Director-General

4.1 The Office of the Director-General is headed by a Chief who is accountable to the Director-General.

4.2 The core functions of the Office are as follows:

(a) Assisting the Director-General in overall direction and management of the United Nations Office at Nairobi and coordinating functions within the Office;

(b) Providing executive support to the Director-General;

(c) Advising the Director-General on political, socio-economic and development issues in the region;

(d) Maintaining liaison with permanent missions, other organizations of the United Nations system in Kenya and other intergovernmental and non-governmental organizations in the region;

(e) Carrying out protocol and liaison functions with the authorities of the host country;

(f) Coordinating the provision of information to the permanent missions and intergovernmental organizations;

(g) Maintaining liaison with the Executive Office of the Secretary-General and other Secretariat units at Headquarters;

(h) Providing and coordinating monitoring, evaluation and oversight functions for the United Nations Office at Nairobi;

(i) Representing the Legal Counsel in Nairobi, assisting the Director-General and the Executive Services Management Board on all legal matters and providing legal advice on United Nations Office at Nairobi-related matters and on matters with legal implications for the United Nations.

Section 5
United Nations Information Centre

5.1 The United Nations Information Centre in Nairobi is headed by a Director,[2] who is accountable to the Director-General.

5.2 The core functions of the United Nations Information Centre are as follows:

(a) Providing communications support to the Director-General of the United Nations Office at Nairobi with regard to international conferences and intergovernmental meetings, including through assistance with media accreditation;

(b) Serving as information centre for Kenya, Seychelles and Uganda; and as the focal point for public information and media relations for the United Nations in those countries;

(c) Facilitating the communications work of the United Nations country team in the host country through the support of the local United Nations Communications Group.

Section 6
Executive Services Management Board

6.1 The Executive Services Management Board is chaired by the Director-General. It comprises the Executive Directors and the Deputy Executive Directors of UNEP and UN-Habitat. The United Nations Resident Coordinator participates in the Board on matters related to the United Nations system in Kenya. The Director of Operations of the United Nations Office at Nairobi is the ex officio member and acts as the Secretary of the Board.

6.2 The Executive Services Management Board meets every quarter, or more often as required.

6.3 The Executive Services Management Board is the policymaking and oversight body that takes decisions pertaining to administrative and support services provided

[2] The Director of the United Nations Information Centre is also accountable to the Department of Public Information at Headquarters for programme delivery and performs his or her functions on the basis of substantive and administrative guidance provided by the Department.

by the United Nations Office at Nairobi to UNEP, to UN-Habitat and to other organizations of the United Nations system in Kenya, as applicable.

6.4 The main responsibilities of the Executive Services Management Board include:

(a) Adopting long-term policies, strategies and priorities, and setting operating principles and parameters for service delivery by the United Nations Office at Nairobi;

(b) Reviewing and approving United Nations Office at Nairobi budgetary submission for regular budget and extrabudgetary resources;

(c) Reviewing and monitoring, on a regular basis, the quality, efficiency, effectiveness and timeliness of United Nations Office at Nairobi service delivery;

(d) Proposing and monitoring, if necessary, remedial action plans and ensuring that appropriate and timely action is taken by the relevant service to rectify matters of concern; and when necessary, making proposals for aligning the organizational structure of the United Nations Office at Nairobi so as to meet client needs;

(e) Monitoring and ensuring the implementation of the recommendations of oversight bodies.

Section 7
Director of Operations

The Director of Operations is accountable to the Director-General and, within the authority delegated by the Director-General, is responsible for the day-to-day operations of the Division of Administrative Services, the Division of Conference Services, and the Security and Safety Service.[3] The core functions of the Director of Operations are as follows:

(a) Implementing strategies and priorities, as established by the Executive Services Management Board, related to the delivery of services by the United Nations Office at Nairobi to UNEP, UN-Habitat and other organizations of the United Nations system in Kenya, as applicable;

(b) Monitoring the quality, efficiency, effectiveness and timeliness of the delivery of service provided pursuant to paragraph (a) of the present section above, and assisting the Director-General in reporting to the Executive Services Management Board on the performance of the United Nations Office at Nairobi, as appropriate;

[3] The Director of Operations, within the established delegation of authority, is also accountable to the Under-Secretary-General for Management for ensuring that all regulations, rules and procedures of the Organization pertaining to administration and management matters are followed. He or she is also responsible for implementing the global policies and practices established by the Under-Secretary-General for General Assembly and Conference Management in the exercise of his or her global responsibility for conference services in New York, Geneva, Vienna and Nairobi. Formal requests for guidance to substantive departments made by offices accountable to the Director-General shall be submitted through the Director-General, save for routine correspondence.

(c) Responding to the needs identified by UNEP, UN-Habitat and other organizations of the United Nations system in Kenya, as applicable, on matters related to service delivery by the United Nations Office at Nairobi;

(d) Providing guidance, coordination and supervision to the Division of Administrative Services, the Division of Conference Services, and the Security and Safety Service;

(e) Acting as the Secretary of the Executive Services Management Board, if so decided by the Board.

Section 8
Division of Administrative Services

8.1 The Division of Administrative Services is headed by a Chief, who, subject to the provisions of section 7 above, is accountable to the Director of Operations.

8.2 The core functions of the Division are as follows:

(a) Advising the Director of Operations and senior and other managers of UNEP and UN-Habitat on all administration-related issues and on the interpretation of the regulations and rules of the Organization;

(b) As required, representing the Director of Operations on administrative matters in relation to the governing bodies of UNEP and UN-Habitat, inter-agency consultative machinery and intra-Secretariat bodies;

(c) Providing administrative and related support services to UNEP, UN-Habitat and other organizations of the United Nations system in Kenya, as applicable;

(d) Assisting the Director of Operations in cooperation with the Chief, Office of the Director-General, in negotiations with host-country authorities on all administrative and financial issues relating to the implementation of headquarters agreements;

(e) Managing and controlling all regular budget and extrabudgetary funds of the United Nations Office at Nairobi;

(f) Providing financial services to UNEP, UN-Habitat and the United Nations Office at Nairobi;

(g) Administering personnel services of UNEP, UN-Habitat and the United Nations Office at Nairobi, including supervising and implementing personnel administration policies in accordance with the Staff Regulations and Rules;

(h) Managing support services for the United Nations facilities at Nairobi, including, inter alia, building and grounds maintenance, space planning and allocation, travel and transportation, registry and pouch services, inventory control, and procurement services;

(i) Providing information and communications technology support services.

Section 9
Security and Safety Service

9.1 The Security and Safety Service is headed by a Chief who, subject to the provisions of section 7 above, is accountable to the Director of Operations. He or she advises the Director of Operations on all matters related to safety and security of United Nations staff and facilities in the United Nations Office at Nairobi. The Chief, Security and Safety Service, United Nations Office at Nairobi, may also serve as Chief Security Adviser for the host country, if appointed to perform this function by the Under-Secretary-General for Safety and Security. In this capacity, he or she will be the primary security adviser to the Designated Official.

9.2 The core function of the Service is providing security and safety services for United Nations staff and facilities in the United Nations Office at Nairobi.

Section 10
Division of Conference Services

10.1 The Division of Conference Services is headed by a Chief, who, subject to the provisions of section 7 above, is accountable to the Director of Operations for the implementation of policies, procedures and practices established by the Under-Secretary-General for General Assembly and Conference Management in the exercise of his or her global responsibility for conference services in New York, Geneva, Vienna and Nairobi.

10.2 The core functions of the Division are as follows:

(a) Coordinating and managing the provision of conference services for meetings held at the United Nations Office at Nairobi and other locations under the responsibility of the Office;

(b) Consulting with major users of conference resources in Nairobi and other duty stations regarding their most effective utilization;

(c) Advising and assisting the authorities of host countries in preparing conferences and meetings serviced by the Division.

Section 11
Final provisions

11.1 The present bulletin shall enter into force on 1 March 2009.

11.2 Secretary-General's bulletin ST/SGB/2008/7 is hereby abolished.

(*Signed*) **Ban** Ki-moon
Secretary-General